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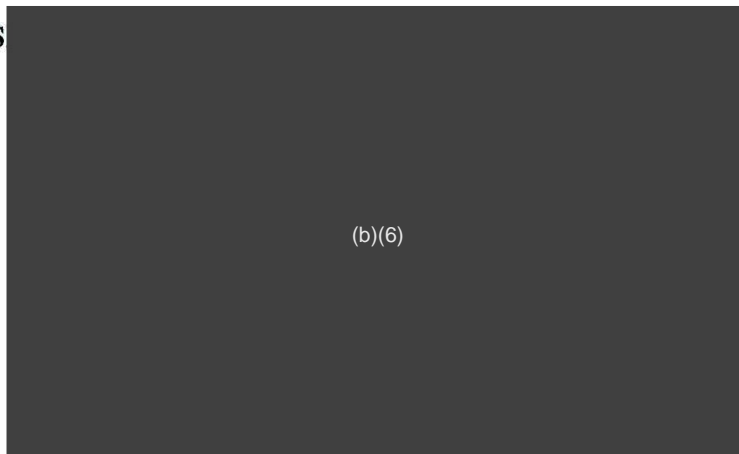
**ASSET MATERIAL MANAGEMENT PLAN
FOR
GLOBAL DISCOVERY DEA ATR 42**



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FOREWORD

This plan is provided for the Global Discovery (GD) Drug Enforcement Administration (DEA) Program. It may be modified or superseded as required.

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1.0 OVERVIEW

Control of Government Furnished Equipment (GFE), Government Furnished Material (GFM), or Government Furnished Property (GFP), and knowledge of where it is located and available quantities is essential for efficient operations in support of aircraft and supported systems, as well as in contract performance. GLOBAL DISCOVERY's contract requires that accountability of all (GFE, GFM, GFP) be in accordance with Federal Acquisition Regulation (FAR) 52.245-1, requiring total accountability of GFE/GFM/GFP at all times. The FAR further states that tracking responsibility:

"Extends from the initial acquisition and receipt of property, through stewardship, custody, and use until formally relieved of responsibility by authorized means, including delivery, consumption, expending, disposition, or via a completed investigation, evaluation, and final determination for lost, damaged, destroyed, or stolen property."

This regulation applies to all government property under the Contractor's accountability, stewardship, possession, or control, including its vendors or subcontractors."

This Asset Material Management Plan (AMMP) will define personnel roles, set policy, and provide procedures to effectively manage government assets efficiently and accurately to exceed government requirements.

1.1 PURPOSE

This AMMP provides policies and procedures as a Material Control System (MCS) or Property Control System (PCS) to meet United States (U.S.) Government requirements, to establish and set in place a system to control, protect, preserve, and maintain government property. The objectives of a PCS are to specify the management tasks required for implementation of a uniform system, to provide operational information for employees, and establish a functional responsibility network for asset administration within the Drug Enforcement Administration (DEA) project in consonance with Naval Surface Warfare Center (NSWC) Crane, Indiana. This AMMP is intended to support the requirements for GFE detailed in GLOBAL DISCOVERY's contractual agreement as well as the requirements of FAR 52.245-1, government Property, included in the contractual clauses.

1.2 SCOPE

The AMMP provides information for all personnel working the DEA ATR 42, GLOBAL DISCOVERY Program and addresses program asset control requirements. It applies to anyone involved with any aspect of asset control/management described within this document.

2.0 ROLES AND RESPONSIBILITIES

The Program Manager or his appointed representative is responsible and accountable for government equipment/material in accordance with all contractual provisions. This includes equipment/material/property provided to a subcontractor by contract for project support. This requires support from all program personnel, key roles and responsibilities needed to ensure that

a PCS is in place, functional, and in accordance with contractual requirements. The following roles are essential for proper functioning.

2.1 PROGRAM MANAGEMENT

Provides the resources and internal organizational structure required to manage GFE/GFM/GFP for the project.

2.2 EQUIPMENT/MATERIAL/PROPERTY ADMINISTRATION PERSONNEL

- Central focal point for material control, recommendations, implementation, and dissemination of information for policies and procedures, as well as for clarification.
- Provides assistance and/or answers to questions/issues.
- Central focal point for an asset/property system that interfaces with U.S. government agencies responsible for review and approval of assets' management and procedures.
- Responsible for GFE/GFM/GFP assets within the PCS management under the direction of program management including the formulation and revision of policies and procedures.
- Ensures that the established policies and procedures are executed, records are maintained, and reporting requirements are met.
- Conducts evaluations and compliance checks to include inventory validity, verification of asset records to the inventory, location management, issue control, and requisitioning procedures.
- Maintains inventory records, processing information, and preparation of reports.
- Resolves asset discrepancies, and informs all within the project with a need to know.
- Maintains liaison with all clients and other government agency officials as required and in relation to government asset/property management.
- Responsible for surveillance of subcontractor government property management systems, facilities, accountability, inventory reports and disposition.
- Processes disposition documents (as required) for all GFE/GFM/GFP items during contract and upon contract completion.

2.3 SHIPPING AND RECEIVING

- Inspects incoming/outgoing equipment/material for damage.
- Verifies shipping documentation matches product.
- Verifies equipment/material matches requisition.
- Ensures document provides all required information necessary for validation inventory records.
- Notifies and issues all equipment or material received to authorized requisitioning manager or designated representative.
- Prepares shipping documentation according to current in-force directives.
- Properly packages and adequately protects equipment/material for shipment.
- Arranges for pickup of equipment/material product.
- Tracks all equipment from receipt to disposal, repair and return, or other directed disposition.

2.4 PROPERTY CUSTODIAN

- Uses and maintains assigned assets in accordance with contractual and program requirements.
- Ensures proper security measures are observed to prevent damage, loss, or theft of equipment, property, and material via a program approved chain of custody process.
- Reports accurate, timely and complete information regarding status changes of equipment (e.g. acquisition, loss, location change, etc.).
- Assists/conducts physical inventories, audits, and chain of custody inspections.
- Assists/conducts causative research to resolve equipment or material issues.

3.0 POLICIES AND PROCEDURES

This section provides policy statements and corresponding procedural guidance necessary to establish and maintain equipment/asset/material management within a PCS. These policies and procedures will facilitate accountability of GFE, GFM, and GFP from acquisition to disposal throughout the life of the contract.

3.1 POLICIES

3.1.1 Asset Management

Procedures will be documented, communicated and maintained to ensure GFE, GFM and GFP accountability and establish responsibility.

3.1.2 Acquisition

Equipment, property or material will only be acquired or requisitioned when required in performance of contract. Documentation providing required approvals, purpose, and a detailed description of items and quantity will be provided prior to requisition release. Only after all required approval will a requisition or contract for acquisition be executed.

3.1.3 Records

Inventory records for all items will be established and maintained to enable a complete, current, and auditable record of all transactions from acquisition through disposal of GFE/GFM or GFP.

3.1.4 Reporting

The inventory/requisition records PCS system will include a process to create and provide required and desired inventory analysis and analytical reports at all times.

3.1.5 Receiving

Receiving will provide details of where equipment/assets/property is to be received and who will receive them; items will be inspected for requisition accuracy order quantity and damage. Non-acceptance or rejection of material will be documented at this time along with any applicable information required for inventory records.

3.1.6 Identification

Government property and assets will be marked (tagged) to identify material as such, at the time of receipt. It will remain marked as long as the program/project has custody, possession, or

control of the material. Additionally, unique accountable property identification will be applied to equipment and to other forms of property as appropriate.

3.1.7 Protection and Storage

Government materials will be given appropriate and reasonable security from receipt to release of assets to DEA. DEA can use the system in place or integrate the assets into its own asset tracking system.

3.1.8 Consumption

The program will maintain accurate inventory records to document the use, return, or consumption of (GFM), assets or (GFP) or material associated with the contract.

3.1.9 Utilization

Government property will be utilized for the purpose for GD DEA, unless otherwise directed in writing by the Contracting Officer(s) involved or his designated representative.

3.1.10 Maintenance

Government property will be maintained as required by the manufacturer's suggested procedures, published U.S. Government standards, or contractual provisions through the use of appropriate supply and maintenance procedures designed to ensure the optimum performance and maximum life cycle.

3.1.11 Inventory

A semi-annual physical inventory of all material and assets will be conducted and reconciled to inventory records and the results published to the appropriate distribution list.

3.1.12 Loss, Damage, or Destruction

Government equipment, property, or material determined to be lost, damaged, or destroyed will be surveyed for inventory accuracy and promptly reported to all appropriate authorities and required action will be taken as directed.

3.1.13 Disposition

Government property no longer required due to contract completion, project residue, or a program change, will be reported to the designated government representative for disposition when identified as no longer required, excess, or beyond capable maintenance at the earliest possible date. All property will be disposed of in accordance with the written instructions received from the Government's authorized representative.

3.2 PROCEDURES

3.2.1 Equipment-Material Management

All equipment and material policies and procedures will be established, published, and reviewed by all personnel having access to or custody of any government or client material after approval endorsement by proper authorities has been received.

3.2.2 Acquisition

Acquisition of any material for or by a government client will be done in accordance with the (FAR) requisitioning procedures and established, published, and reviewed by all personnel having access or privileges within the requisitioning chain. This occurs after approval endorsement by proper authorities has been received.

3.2.3 Records

Equipment or material records will be established and updated to ensure a complete, current, and auditable record of all transactions exists at any time. Records should include at least the following information:

- Name, item number (if assigned), part number (P/N) and description, manufacturer, model number, National Stock Number (NSN), and serial number (where applicable).
- Quantity received (or fabricated), issued, and available balance.
- Standard Unit Price.
- Net price - Depot Level Repairable (DLR) Price.
- Unit of measure - Unit of issue.
- Accountable contract number or equivalent code designation.
- Warehouse location or physical location of material
- Disposition: RFI, ready for issue; NRFI, not ready for issue; BCM, beyond capable maintenance.
- Posting reference and date of transaction.
- Date placed in service/issued.

3.2.4 Reports

3.2.4.1 Receiving

Equipment or material received will be screened and matched to existing acquisition contracts, requisition, or procurement documents for accuracy, quantity, and serviceability prior to being accepted as complete. Upon completion of the receipt process, appropriate records will be updated; item will be delivered to the end user or placed in stock in the event the requirement no longer exists. Delivery or stocking procedures will then be employed.

3.2.4.2 Discrepant and Misdirected Government Furnished Property

When discrepancies occur upon receiving GFM, GFE, or GFP the bill of lading will be annotated by Shipping and Receiving personnel with any discrepancies as to count or condition noted. The annotated bill of lading will be acknowledged with signature by the delivery personnel. The warehouse or shipping/receiving supervisor will contact the project logistics manager immediately (by phone or in person if this person is on site) for disposition instructions.

When misdirected material is received, it will be securely stored and the shipper will be contacted to determine why this property was sent to this site. If necessary, further inquiry will be made and disposition handled accordingly. A record will be created containing shipment documentation, origin, content, location, and disposition action.

3.2.5 Protection and Storage

3.2.5.1 Classified/Unclassified Material

Material will be handled and stored in accordance with all applicable Department of Defense (DoD) instructions pertaining to classification of material. Hazardous material will be stored in compliance to all Federal, State, local and DOD Directive standards.

- **Classified material** – Material with a classification of confidential or higher will require a signature establishing a chain of custody, and a custody receipt record created and updated for all movement or transfer of the item.
- **Storage of classified material** – Classified material will be stored in a secured area with a signature sheet reflecting entry and exit of the area by any personnel. Only personnel authorized to the area will enter/exit or handle classified material.
- **Storage of unclassified material** – Unclassified material will be stored in conformance to local warehousing practices.

3.2.6 Chain of Custody

3.2.6.1 Equipment Requiring Chain of Custody

Equipment or material requiring chain of custody is any material that has a security classification of classified or higher. It will also include high priced material deemed traceable or material requiring special handling (i.e. explosives, chemicals, or hazardous).

3.2.6.2 Handling of Chain of Custody Equipment/Material

Custody Personnel – Any individual handling material requiring a chain of custody will be authorized to handle material by virtue of security clearance or authorization of the security manager granting access and control.

3.2.6.3 Transfer of Material Requiring Chain of Custody

- **Transfer of Custody Material and Record** – Movement or transfer of custodial equipment/material will be accompanied by a Chain of Custody Record.
- **Record** – Record will include: Printed Name; Signature; Date Received; Date Transferred From (name of site/facility); Name of site being transferred to; authorization letter directing transfer of equipment/material.

3.2.7 Maintenance of Inventory Control System

3.2.7.1 Inventory Records

- Inventory records will include:
 - Part Number (P/N)
 - National Stock Number (NSN) (if known)
 - Manufacturer
 - Manufacturer Code
 - Receipt Date
 - Location of material
 - Unit Price
 - Repair Code
 - Location
- Location of Material – six character system of location identification
- Equipment/Material Marking – Equipment/material will be marked with the P/N, NSN (if available), date received, storage location.

3.2.7.2 Inventory Audits

Monthly audit of records to material to location will be conducted on 20% of all material, so that annually all equipment/material to records will be audited every six months.

3.2.8 Physical Inventories

3.2.8.1 Performance

An inventory of all accountable items will be performed semi-annually. The inventory is to begin in the first and third quarters of each government fiscal year.

The personnel assigned to perform the physical inventory count will not include those who have custody of the property or maintain the property control records for this property.

The inventory will be performed by physically verifying the accuracy of the inventory item records. The designated individual at each location will conduct a "floor-to-paper" inventory of each item at their location and as part of this inventory shall list Tag Number, Description, Custodian, and Location.

Items inventoried that match inventory records will be officially posted as such to official records. Records not matching will generate a report of inventory discrepancies, loss by inventory (LBI) or gain by inventory (GBI). Causative research will be performed to determine how discrepancy occurred. Research will include but not be limited to recount of item, review of receipt documentation, chain of custody records, and issue documents. All remaining items will be searched for and physically verified within a 60 day time frame, or reported as lost. Efforts to locate the item(s) identified as lost shall continue until the item(s) are found or status of item is determined by the custodian. Disposition whether to gain or survey the item will be directed by proper authority.

The individual conducting the inventory will sign and date the inventory signifying that they have physically verified each item. The report will be forwarded to proper authorities as directed.

APPENDIX A: LIST OF ACRONYMS

AMMP	Asset Material Management Plan
BCM	Beyond Capable Maintenance
CTC	Concurrent Technologies Corporation
DEA	Drug Enforcement Administration
DLR	Depot Level Repairable
DOD	Department of Defense
FAR	Federal Acquisition Regulation
GBI	Gain by Inventory
GD	Global Discovery
GFE	Government Furnished Equipment
GFM	Government Furnished Material
GFP	Government Furnished Property
LBI	Loss by Inventory
MCS	Material Control System
NSN	National Stock Number
NRFI	Not Ready for Issue
P/N	Part Number
PCS	Property Control System
RFI	Ready for Issue
U.S	United States